

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR PLANNER**

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Jurisdictional Class: **Competitive**  
Date Adopted: **2/10/97**  
Date Revised: **9/1/00**  
Jurisdictions: **Schoharie County**  
Union Status: **CSEA**  
Pay Grade: **19**

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**DISTINGUISHING FEATURES OF THE CLASS:** Incumbent will be expected to work on planning of community projects at either the municipal, county, metropolitan, town, village or regional level. Although job duties are performed under the general supervision of the Director of Planning, there will be considerable latitude available for the exercise of independent judgment in the scope and planning of projects. Incumbent will be required to supervise subordinate staff members; will be given increased responsibility for important elements of projects that an ordinary planner would not have. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only):

Prepares and supervises the preparation of planning statistics, data, plans, designs, charts, records and reports;

Prepares and supervises the preparation of specialized planning projects such as land development, transportation systems, community facilities;

Directs the collection tabulations and analysis of data for use in connection with census and population reports;

Plan and conduct field studies and surveys;

Participates in meetings with civic and business leaders to determine regional and community needs;

Meets with Federal and State officials relative to planning programs or portions of other programs dealing with community development, housing rehabilitation, transportation or hazard mitigation planning;

Provide technical assistance to Towns and Villages;

Prepares grant applications.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the purposes, principals, terminology and practices employed in municipal, regional or community planning; thorough knowledge of zoning and subdivision practices; thorough knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of current problems and literature in the field; ability to plan and supervise the work of others; good knowledge of research methods and techniques; ability to write intelligibly and make public presentations; ability to understand complex directions; initiative and resourcefulness.

**MINIMUM QUALIFICATIONS:**

- (A) A Masters degree in planning and one (1) year of experience in municipal, community or regional planning; **OR**
- (B) A Masters Degree in sociology, economics, geography, government, public administration, statistics or any other field related to planning, and two (2) years of experience in municipal, community or regional planning; **OR**

Last Reviewed: n/a  
Last Updated: 09/01/00  
Reviewed By: n/a  
Last Reallocated: n/a

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- (C) A Bachelors Degree in planning, and three (3) years of experience in municipal, community or regional planning; **OR**
- (D) An equivalent combination of training and experience as outlined by (A) through (C) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.